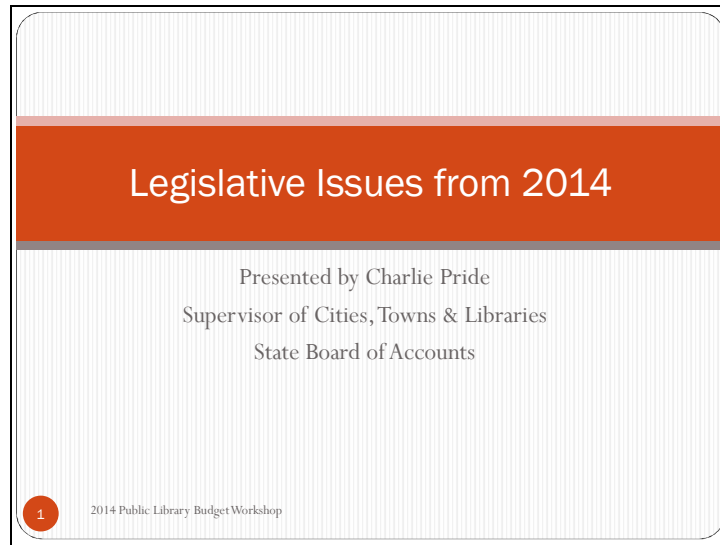


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Slide 1

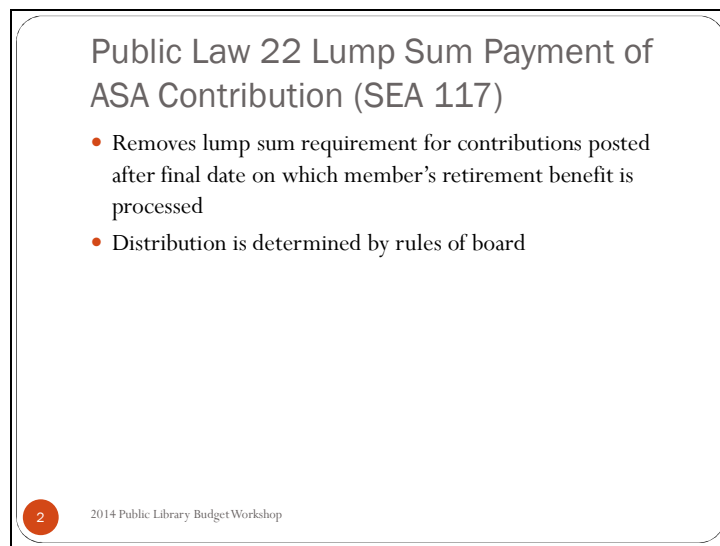


Legislative Issues from 2014

Presented by Charlie Pride
Supervisor of Cities, Towns & Libraries
State Board of Accounts

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Slide 2



Public Law 22 Lump Sum Payment of ASA Contribution (SEA 117)

- Removes lump sum requirement for contributions posted after final date on which member's retirement benefit is processed
- Distribution is determined by rules of board


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Slide 3

Public Law 84 Local Government Transparency (SEA 106)


- Internet web site data base that includes
 - Expenditures
 - Cash balances
 - Required financial reports
 - Report on revenue per capita
 - List of property tax rates certified
 - Bond rating
 - Pension Contributions
 - TIF
 - Other Factors

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Public Law 102 State and Local Investments (SEA 332)

- Municipal Securities must state final maturity of five years or less
- Political subdivisions currently contract with depository for the investment of a cash management system
- Include in contract provision that states depository may invest funds in the same investments and for the same terms as treasurer of state may invest state funds

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Slide 5

Public Law 166 Property Tax Matters (SEA 367)

- County Auditor not County Treasurer makes requested property tax advances

5

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Public Law 177 PERF & TRF Annuities (HEA 1075)

- Changes in annuity rate after October 1, 2015
- Increases from 3% to 5% maximum percentage of state employee's base salary that may be deducted as an automatic contribution for state's deferred compensation plan

6

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Slide 7

Public Law 78 Circuit Court Clerk Administrative Matters (HEA 1347)

- Secretary for County Commission of Public Records in each county either
 - Clerk of the Circuit Court or
 - County Recorder
- Rules for garnishments and collection of fee for employer
 - An amount equal to 25% of individual's disposable earnings for that week or upon showing good cause why the amount should be reduced to an amount equal to
 - Less than 25%; and
 - At least 10%
 - If not paid on weekly period, earnings computed upon a multiple of federal minimum hourly wage equivalent to thirty times federal minimum hourly wage as prescribed.

7

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Public Law 104 State Board of Accounts (SEA 338)

- Audit committee is legislative department
- Examination reports distributed to the audit committee
- Legislative council approves appointment or removal of State Examiner

8

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Slide 9

Public Law 176 Pension 13th Checks
(HEA 1074)

- Provides for 13th check for retired members

9

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Vacation, Sick Leave, Paid Holidays
and Other Leave

- Governed by library board resolution
- Payment of vacation benefits made in advance of vacation taken by an employee [IC 5-10-6-1]

10

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Slide 11

Authorization of Disbursements;
Purchases [IC 36-12-3-16]

- Adopt resolution authorize disbursement for lawful library purposes
- Payment in advance of library board allowance
 - Utility payments
- Boilerplate language for resolutions on LDO webpage at <http://www.in.gov/library/3289.htm>

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Selection of director; Employment and
Discharge of Librarians [IC 36-12-2-24]

- Library board recruits library director according to certification requirements [IC 36-12-11]
- Library board employs and discharges librarians and other staff
- Adopt a Salary/Wage schedule

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Slide 13

Reimbursement of Moving Expenses

- Library board may reimburse
 - Candidates for reasonable expenses incurred while interviewing
 - New employees for reasonable moving expenses
- Establish reasonable levels of reimbursement

13

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Moving Expenses Paid by Employer

- Not Considered Fringe Benefit
- Allowable Expenses
 - Household goods and personal effects
 - Travel costs between former and new residence
 - Certain in-transit storage costs
- Cover in Personnel Manual
- Consult Publication 521 of IRS at <http://www.irs.gov/pub/irs-pdf/p521.pdf>

14

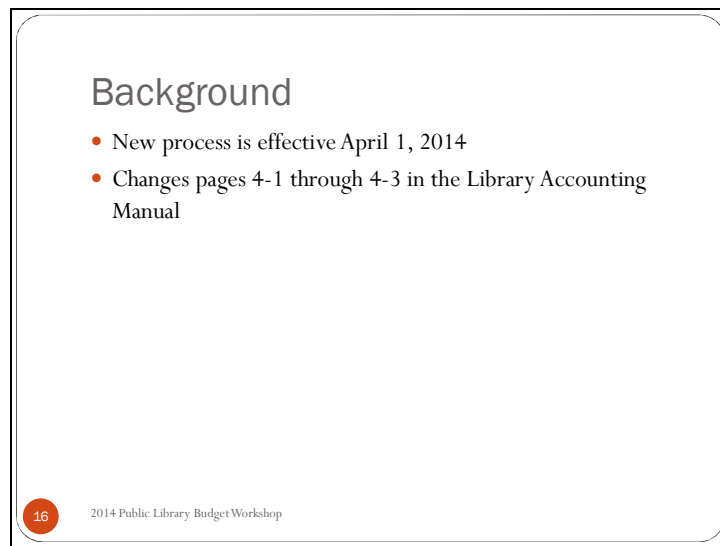
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Slide 15



Slide 16



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Slide 17

Why Have Form Approvals?

- IC 5-11-1-2 requires State Board of Accounts to prescribe and install a system of accounting and reporting which is uniform for every public office and every public account of the same class
- The system must contain written standards that an entity subject to audit must observe

(Uniform Compliance Guidelines)

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Slide 18

Approve Accounting Systems

- Prescribed Forms
 - General Forms
 - Library Forms
- Uniform Compliance Guidelines

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Slide 19

Forms Approved Previously

- All forms previously approved by State Board of Accounts either by:
 - Form Approval letter from SBOA; or
 - Resolution of the Library

Remain approved for use by the library under the conditions in the original approval. No further action by a library is needed.

19

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Exact Replicas

- An exact replica of a prescribed form is the equivalent of the prescribed form and requires no action for a library to install the form.

20

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Slide 21

Other Forms Used In Lieu of Prescribed Forms

- By installing other forms a library agrees to comply with the form approval conditions.
- Library officials remain responsible to make sure the system and forms installed:
 - Meet the IT services controls, Chapter 5, beginning on page 5-1.
 - Along with manual processes, provide adequate internal controls over financial information, safeguarding of assets, and compliance with laws and regulations.
 - Comply with record retention and public access laws.

21

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Slide 22

Form Approval Conditions

1. Forms and systems installed are subject to review and/or recommendations during audits of a library to ensure compliance with current statutes and Uniform Compliance Guidelines.
2. Maintain all other prescribed forms not otherwise covered by an approval.

22

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Slide 23

Form Approval Conditions (continued)

3. All transactions must be recorded and accessible upon proper request. Transactions can be maintained electronically, with proper backups, microfilmed, or printed hardcopy.
4. The ability must not exist to change data after it is posted. If an error is discovered after the entry is posted, then a separate correcting entry must be made. Both the correcting entry and the original entry must be maintained.

23

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Slide 24

Form Approval Conditions (continued)

5. Vendors shall provide documentation describing the operating system, the language of the source code, the name of the compiler used, and the structure of the data files to SBOA if requested for audit.
6. Any receipts, checks, purchase orders, or other forms that require numbering shall be either pre-numbered by an outside printing supplier or numbered by the computer system with sufficient controls installed to prevent unauthorized generation of the form or duplication of numbers.

24

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Slide 25

Form Approval Conditions (continued)

7. All receipts must be either in duplicate or recorded in a prescribed or approved register of receipts.
8. All checks must be either in duplicate or recorded in a register of checks generated by the computer.
9. Recap sheets for each deposit or deposit advices, will be maintained.

25

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Slide 26

Form Approval Conditions (continued)

10. "Installed by _____ Library, (Year)" shall be printed in the upper right corner for forms supplied by printers and, when practical, on those printed from the accounting system. Upon installation of a new form, the form will be entered on a log for this purpose with the date of installation; and the name and number of the prescribed form replaced. The log must be available for audit.

26

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Slide 27

Form Approval Conditions (continued)

11. The library officials are responsible to ensure that forms and accounting systems installed comply with the Uniform Compliance Guidelines in the Manual. This includes ensuring that customization of the system done by the vendor for implementation is done in such a manner that the system remains compliant.
12. In the event a change is required due to the passage of a State or Federal law, the library agrees to implement the change in a timely manner.

27

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Slide 28

Other Matters

28

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